In the Event of an Emergency

During an emergency, please follow the following steps based on your current situation.

Types of Emergency situations include:

**Car Accident**

If an employee gets into a car accident while on company time or in a company vehicle:

1. If it is a company car file a police report.
2. Send the employee(s) to take a drug test that day.
3. Notify HR\Payroll of the situation immediately.
4. Fill out the Work Status Report & Accident Report Sheet

**Workers Comp Claim**

If an employee gets hurt on the job:

1. Send the employee to an urgent care facility (Concentra preferred) or call 911 if needed.
   * Give the facility the attached Texas Mutual policy number below.
2. Notify HR
3. Fill out the Work Status Report & Accident Report Sheet.
4. Send the employee to take a drug test.
5. Send all completed reports to [payroll@comeseeclay.com](mailto:payroll@comeseeclay.com) to be processed.

**TEXAS MUTUAL:**

POLICY NUMBER: 0001157614

Phone: 8008595995

**Concentra Locations:**

Addison

15810 Midway Rd

Addison, TX 75001

972-458-8111

Hours 8am-5pm M-F

Arlington

511 E. I-20

Arlington, TX 76018

817-261-5166

8am-6pm M-F

Dallas

4530 5601 Greenville Ave.

Dallas, TX 75206

214-821-6007

8am-8pm M-F 9am-4pm Sat

Plano

1300 N. Central Expressway

Plano, TX 75074

972-578-2212

8am-5pm M-F 9am-4pm Sat

Stemmons

2920 N. Stemmons Fwy.

Dallas, TX 75247

214-630-2331

8am-8pm M-F 9am-5pm Sat